



Region XII  
Division Of General Santos City  
**BIDS AND AWARDS COMMITTEE**  
**DEPARTMENT OF EDUCATION**  
**REQUEST FOR QUOTATION**



Date: March 04, 2024  
Quotation No.: 039 - 03 - 2024

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time if delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

MERVIEY Y. SEBLOS, CESE  
BAC CHAIRMAN

**NOTE:**

- 1 PLS. PRINT ALL ENTRIES
- 2 DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX(6) MOS. FOR SUPPLIES & MATERIALS, ONE(1) YR. FOR EQUIPMENT, FROM THE DATE OF ACCEPTANCE BY THE PROCURING ENTITY
- 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
- 6 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 7 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
- 8 BIDDERS SHALL SUBMIT INDIVIDUAL BID PRICE.

| ITEM NO. | Item description   | unit      | quantity | Approved Budget for the Contract |           | Brand | BID AMOUNT       |       |
|----------|--|-----------|----------|----------------------------------|-----------|-------|------------------|-------|
|          |  |           |          | Unit Cost                        | Total     |       | Unit Cost        | Total |
|          | Lot: Procurement of Printer Inks and Toner Cartridge (1st and 2nd Quarter) for Division Office Use |           |          |                                  |           |       |                  |       |
| 1        | T6641, Black Printer Ink (Universal)   | bottle    | 100      | 170.00                           | 17,000.00 |       |                  |       |
| 2        | T6642, Cyan Printer Ink (Compatible)   | bottle    | 20       | 170.00                           | 3,400.00  |       |                  |       |
| 3        | T6643, Magenta Printer Ink (Compatible)  | bottle    | 20       | 170.00                           | 3,400.00  |       |                  |       |
| 4        | T6644, Yellow Printer Ink (Compatible)   | bottle    | 20       | 170.00                           | 3,400.00  |       |                  |       |
| 5        | Toner Cartridge, Laser Printer Ink 85A   | cartridge | 40       | 1,300.00                         | 52,000.00 |       |                  |       |
|          | ***** nothing follows *****  |           |          |                                  |           |       |                  |       |
|          |  |           |          | <b>GRAND TOTAL</b>               |           |       | <b>79,200.00</b> |       |

Brand and Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

**DepEd Division of General Santos City**  
Name of the Procuring Entity

After having carefully read and accepted your General Conditions, I/ We quote you on the item at prices noted above.

| REFERENCE |                 |
|-----------|-----------------|
| PR #      | 039 - 03 - 2024 |
| DATE      | March 04, 2024  |

\_\_\_\_\_  
Printed Named/Signature  
\_\_\_\_\_  
Tel. No./Cellphone No. email address

DepEd-GSC/BACSec/Michael  
PHILGEPS REF. No. \_\_\_\_\_

Date Published: \_\_\_\_\_ Closing Date: \_\_\_\_\_ Date: \_\_\_\_\_ 8:00:00 am

